NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

May 1, 2015
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9:15 a.m.

ROLL CALL:

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	*Commissioner Alex Naranjo*	
Taos County	*Commissioner Jim Fambro*	
Town of Taos	*Mayor Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chavez*	
Nambé Pueblo	*Absent*	
Pojoaque Pueblo	*Tim Vigil*	
Ohkay Owingeh	*Absent*	
San Ildefonso Pueblo	*Lillian Garcia*	
Santa Clara Pueblo		*MaryLou Valerio*
Tesuque Pueblo	*Governor Charlie Dorame*	
City of Santa Fé		*Job Bulthuis*
City of Española	*Councilor Dennis Tim Salazar*	

Town of Edgewood	*Absent*	
Rio Metro (ex officio)	*Absent*	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Troy Bingham, Finance Director
Mr. Pat Lopez, Financial Analyst
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. Gary Guinn, Fleet and Facilities Maintenance Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Daniel Simon, Marketing and Communications Specialist
Ms. Michelle Jacquez, Administrative Specialist
Mr. Tommy Martinez, Transit Shift Supervisor
Ms. Cindy Romero, Customer Service Representative
Mr. Ermo Gonzales, Transit Driver I

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Marcy Eppler, NMDOT
Ms. Delilah Garcia, NMDOT
Ms. Lucia Sanchez, Rio Arriba County
Ms. Tessa Jo Mascareñas, Santa Fe County
Mr. Ray Matthews, Santa Fe County
Mr. Scott Perkins, Wilson & Co.
Ms. Maria Lopez Garcia, Rio Grande Sun
Mr. Sebastian Garcia, Guest

APPROVAL OF AGENDA:

Mr. Bulthuis made a motion to approve the agenda as presented. Commissioner Fambro seconded the motion and it passed by a roll call vote (10-0).

APPROVAL OF MINUTES – April 10, 2015

Commissioner Fambro made a motion to approve the minutes from April 10, 2015 as presented. Commissioner Naranjo seconded the motion and it passed by a roll call vote (10-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Presentation of Employee Anniversary Awards

Mr. Mortillaro and Chairman Barrone presented Ms. Michelle Jacquez, Mr. Tommy Martinez, Mr. Ermo Gonzales, Ms. Cindy Romero and Mr. Pat Lopez with 5-year service awards.

B. Public Hearing and Presentation of the Draft Fiscal Year (FY) 2016 Budget

Annually a draft budget is prepared and initially submitted to the Finance Subcommittee and then forwarded to the Board with recommendations. A final budget is required to be adopted by the Board by June 30 and submitted to the State Department of Finance and Administration.

Staff presented the draft budget as recommended by the Finance Subcommittee during its review on April 24, 2015. The Board discussed the draft FY 2016 budget. Final consideration of the FY 2016 Budget is scheduled for June 5, 2015.

[No Action was required on this item.]

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

C. Discussion and Consideration of Adoption of Resolution 2015-10 Adopting a Preliminary Fiscal Year (FY) 2016 Budget

A preliminary budget is required to be adopted by the Board and submitted to the Local Government Division of the Department of Finance and Administration by June 1, 2015.

Commissioner Fambro made a motion to approve Resolution 2015-10 as presented. Mr. Vigil seconded the motion and it passed by a roll call vote (10-0).

D. Discussion and Consideration of Adoption of Resolution 2015-11 FY14 Transportation Alternatives Program (TAP) ADA Transition Plan Approval

The approval of the ADA Transition Plan and related Resolution is the first step in the process of the NCRTD bringing all of its bus stops into ADA compliance. In Phase I (FFY14), an ADA Transition Plan has been created and identifies ADA noncompliant bus stops and shelters and provides ADA compliant bus stop location templates that will be used to guide modifications to bring the bus stops into ADA compliance. In Phase II (FFY15) and Phase III (FFY16) of the project, the ADA Transition Plan findings will be implemented to bring existing ADA noncompliant bus stops and shelters into compliance.

Councilor Sheehey made a motion to approve Resolution 2015-11 as presented. Commissioner Chavez seconded the motion and it passed by a roll call vote (11-0).

E. Discussion and Consideration of Resolution 2015-12 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2015 TIGER Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station.

NCRTD Staff is seeking Board approval to apply for FFY2015 TIGER grant funding for a Maintenance Facility, Wash Bay, and Fueling Station project. The FFY2015 TIGER grant pre-application deadline is May 4, 2015, and the application deadline is June 5, 2015.

Governor Dorame made a motion to approve Resolution 2015-12 as presented. Councilor Salazar seconded the motion and it passed by a roll call vote (11-0).

F. **Discussion and Consideration of an Agreement between the Town of Taos (Town) and the North Central Regional Transit District (District) to Consolidate Public Transit Services**

The Agreement between the Town and District provides the terms and conditions related to the consolidation of the entities public transit services. In the event that the Agreement is approved the commencement date for the provision of public transit services in the Town by the District is July 1, 2015.

Governor Dorame made a motion to approve the Agreement pending the approval of the Town of Taos. Mr. Vigil seconded the motion and it passed by a roll call vote (10-0).

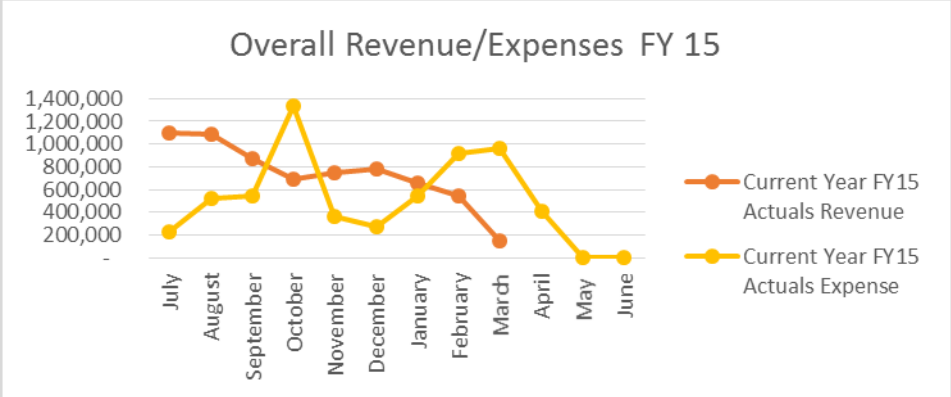
G. **Discussion and Consideration of an Agreement between the Town of Taos (Town) and the North Central Regional Transit District (District) for Fleet Maintenance Services**

The proposed Fleet Vehicle Maintenance Agreement is for the repair and maintenance of the NCRTD's fleet located in the Taos area including the transit fleet vehicles transferred to the District from the Town of Taos Chile Line, to be performed by the Town. This is a stop gap arrangement, as it is still the intent of the District to be able to fund the construction and operate its own fleet maintenance facility, which was discussed with the Board on February 1, 2013, and since then a conceptual design plan was reviewed and accepted by the Board.

Mr. Bulthuis made a motion to approve the agreement as presented. Commissioner Chavez seconded the motion and it passed by a roll call vote (10-0).

DISCUSSION ITEMS:

H. **Financial Report for April 2015:**



I. **Finance Subcommittee Report:**

Mr. Vigil gave a brief overview of the meeting that occurred on April 24, 2015, noting that the preliminary budget was discussed. The meeting minutes from March 27, 2015 were also reviewed.

[No action was required on this item.]

J. **Tribal Subcommittee Report:**

There was no report.

K. Executive Report for April 2015 and Comments from the Executive Director:

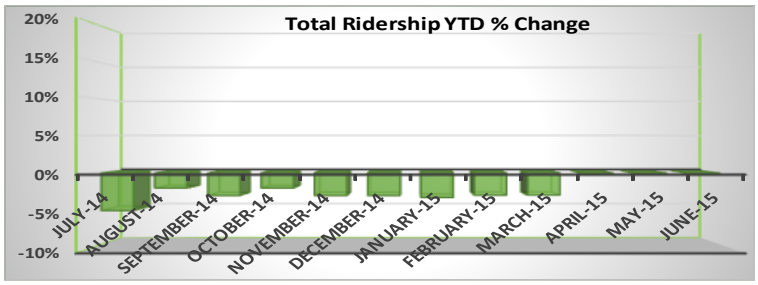
1) **Executive Report**
2) **Performance Measures for March 2015**
3) **Ridership Report for March 2015**
4) **Open Gov. Demo:** *NCRTD cloud-based financial analysis and transparency platform*

NCRTD Monthly Ridership Summary

March 1, 2015 through March 31, 2015

Calendar Operating Days

	This Year
Jul-14	22
Aug-14	21
Sep-14	21
Oct-14	22
Nov-14	17
Dec-14	21
Jan-15	20
Feb-15	20
Mar-15	22
Apr-15	
May-15	
Jun-15	



Monthly System Totals	This Year	Last Year	% Change	Year to Date Totals This Year	Last Year	Difference	% Change
NCRTD Operated	14,977	18,719	**-19.99%**	143,202	155,738	-12,536	**-8.05%**
NCRTD Funded	28,586	25,908	**10.34%**	238,815	237,906	909	**0.38%**
All Systems Funded Total	43,563	44,627	**-2.38%**	382,017	393,644	-11,627	**-2.95%**

MATTERS FROM THE BOARD

There were none.

MISCELLANEOUS

There were none.

ADJOURN

The meeting was adjourned at 12:04 PM.

Commissioner Chavez made a motion to adjourn the meeting. Commissioner Fambro seconded the motion and it passed by unanimous voice vote (10-0).

NEXT BOARD MEETING: June 5, 2015 at 9:00 a.m.